



**SPECIAL EVENT
TOWN STREET CLOSURE/REQUEST FOR SERVICES**



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

FORM MUST BE COMPLETED AND SUBMITTED:

NO LESS THAN 60 DAYS IN ADVANCE OF THE EVENT IF STATE ROADS ARE TO BE CLOSED (SEE PAGE 2)

NO LESS THAN 30 DAYS IN ADVANCE OF ANY OTHER EVENT

Today's Date: _____

Event

Road Closure

Start time: _____

Start: _____

Requested Date(s) of the event: _____

End time: _____

End: _____

Name of Event: _____

Location of Event: _____ *

Estimated number of attendees: _____

*If activity is in either Stephen Decatur or Henry Park, Parks Reservation form must be complete.

Applicant Name: _____

Applicant Cell Phone: _____

Sponsoring Organization or Business Name: _____

Email: _____

Person(s) to Contact Day of Event: Name: _____, Cell # _____

Name: _____, Cell # _____

Description of event: _____

The event sponsor hereby agrees to the following conditions:

1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.
2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.
3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.
4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.
5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.

By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.

Signature: _____ Date: _____

Printed Name: _____

Approved by the Mayor and Council on the _____ day of _____, 20____. _____ For _____ Opposed _____ Abstain.

DETAILS OF EVENT:**Shaded areas for office use only**

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Will event require the closure of street(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start:	End:	If streets to be closed are Main Street, Bay Street, Broad Street, Old Ocean City Blvd., or William Street, for more than one hour, State Highway Administration Road Closure Form must be completed. State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____ Barricades to be dropped off: _____ Time/Date	No-Parking signs to be placed: _____ Time/date Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:	If applicable, items listed are in addition to those normally in place.		
Trash cans	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date
Picnic Tables and/or Chairs	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____ # Required _____	To be placed: _____ Time/date
Stage	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location to be placed must be marked on map.	Stage to be placed: _____ Time/date
Porta-potties	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u> 2 </u> # Accessible <u> 1 </u>	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input type="checkbox"/> No	Informational signs during the event not applicable.	If signs are for the promotion of the event (yard signs, temporary billboards, banners other than those hung by the Town Electric Department, etc.) a Sign Permit may be required. Planning Office review _____ Date Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	Date Rec'd	Initials
State Highway Administration Request for Road Closure				
Park Reservation Application and Permit				
Request for Electric Service				
Request for Banner Placement				
Sign Permit				
Vendor's Application and Certification for Peddling and Soliciting				
Business Use of Park Application				
Proof of Insurance				
Other:				

SPECIAL EVENT GUIDELINES

IMPORTANT: PLEASE READ

This form has been prepared to assist you and Town staff in planning and meeting the necessary requirements to hold a Special Event in the Town of Berlin. There may be other forms required of you and/or your participants (vendors).

All events are subject to approval by the Mayor and Council of the Town of Berlin at a public meeting of that body. Approval of a Special Event does not authorize the organizers to violate any applicable Town, County or State codes, ordinances, rules or regulations; open-container laws are strictly enforced. Additional restrictions or requirements may be put in place by the Town of Berlin or its authorized agent(s). Additional regulations imposed by Worcester County and/or the State of Maryland may apply; applicant is responsible for all applications to the appropriate agencies of the county or state, payment of any fees to those agencies and adherence to all rules, regulations and requirements of those agencies.

The staff of the Town of Berlin will assist you as much as possible in the completion of any documents required by the Town of Berlin and in making the arrangements for Town services required for your event. A pre-event meeting - separate from any appearance before the Mayor and Council – will be required. Town staff will contact you to make arrangements for this meeting. Separate meetings and/or communication may be received from individual departments of the Town to clarify event details.

All events are on a first-come-first-served basis. You are encouraged to submit your application as far in advance of your event as possible. You will be required to make your request to the Mayor and Council at least 60-days in advance of your event. Your forms must be submitted no later than 5:00 PM on the Monday prior to a regularly scheduled Mayor and Council Meeting (held the 2nd and 4th Mondays of each month, subject to change). Other agencies of the county or state may have separate deadlines for submission; it is your responsibility to ensure that those deadlines are met.

The responsible party's signature on the first page signifies understanding and acceptance of the information contained within this document.